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ABSTRACT

Papers on bibliographic control which were presented at the 1985 conference of the International Federation of Library Associations (IFLA) include: (1) "Retrospective Bibliographic Control: A Program of Action for UAP (Universal Availability of Publications)" (Marcelle Beaudiquez, Bibliotheque Nationale, France); (2) "The National Union Catalog Program" (Mary Sauer Price, Library of Congress, United States); (3) "Bibliographic Control of Intergovernmental Publications. User Survey: An Introductory Expose" (Sylvie Jacque, Office of Legal Affairs, United Nations, New York); (4) "Bibliographical Control of European Community Publications" (E. Gaskell, Head of the European Commission Library, Belgium); and (5) "The Bibliographic Control of United Nations Documents and Publications" (Nathalie Dusoulier, Dag Hammarskjold Library, United Nations, New York). (THC)

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Retrospective bibliographic control: a programme of action for UAP

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RETROSPECTIVE BIBLIOGRAPHIC CONTROL: A PROGRAMME OF ACTION FOR UAP

by Marcelle Beaudiquez
Secretary of the Section on Bibliography

Since 1981, the Section on Bibliography, through its working parties has continued its work on retrospective bibliographic control. This theme, following the work on current national bibliographies, constitutes one of the major pivots of its Medium Term Programme 1981-1985; it also has a prominent place in the new programme for 1986-1991.

I have already addressed members of the division on this problem in Leipzig and in Munich. But it is the first time that a joint meeting with the Rare and Precious Books Section, whose Medium Term Programme is also concerned with the question of a census of fifteenth and sixteenth century books, allows new light to be shed on this work just as 1985 is the year when the Section on Bibliography will finally publish the findings of the working party formed with this aim in mind.

This communication, the third and last of my reflections on retrospective national bibliographies, will have a tripartite aim: to pinpoint the content and the publication of the general inventory of retrospective bibliographies and the discoveries it has revealed; to state precisely the function of a census of fifteenth and sixteenth century books in this inventory; and to show in what way it can become a useful tool in the implementation of the UAP programme.

I. Definition of retrospective bibliographic control

National bibliographic control must facilitate the identification of the entire published output of a country. Comprehensive regular bibliographic inventories are therefore indispensable, not only for current production, but also for earlier output.

The success over ten years of the application of the programme of Universal Bibliographic Control (UBC) to current national production, helps us to envisage in time a natural progression towards retrospective UBC relying on similar rules. In any case, unlike current UBC retrospective UBC is not concerned with virgin territory: bibliographic catalogues, specialised then national, have been established since the sixteenth century.

How does one find out about existing bibliographic inventories, evaluate their comprehensiveness, and ensure today the retrospective UBC of tomorrow? Such were the questions confronting the Section on Bibliography in 1981 which saw the creation, as my responsibility, of a working party with two objectives:

1 - the first, as a direct extension of the 1977 Paris Conference, was to establish recommendations for the elaboration of annual yearly cumulative volumes of national current bibliographies. This was accomplished several weeks ago since the multilingual text (French, English, German and Russian) of these recommendations constitutes number [ ] of the IFLA Professional Reports series (The Hague, 1985).

2 - the second was a general inventory of retrospective national bibliographies. This inventory (2), due to appear in a few months, will provide a more exact knowledge of the situation and will open up possible new orientations in national bibliographic work.

II. Elements of terminology

The inventory was only possible due to earlier fundamental work on terminology. In fact it was indispensable to define very precisely which catalogues ought to be included and which could be discarded. On this point, the work of the group was innovatory in that, for the first time doubtless for many countries, retrospective

research was not undertaken as a thematic or documentary investigation but as research identifying the national output.

It was soon noticed that, with the exception of work undertaken for a limited number of countries (more often European and North-American), many bibliographic studies, whether old or recent, are above all designed to satisfy the needs of the potential researcher/user who wishes to know what books and articles are written on the country concerned regardless of the place of publication of these documents. And so one comes across many catalogues such as the Bibliographie du Mali or the Bibliography of Mauritius whose titles are ambiguous from the semantic point of view: the semantic relation implied by the prepositions "de" and "of" does not exist because these bibliographies in fact cover documents concerning and not exclusively issued by the country. For all these catalogues, the place of publication of the document has no importance, it is the subject which counts: and it is therefore very much a question of specialised bibliographies with the aim of documentation and not of national bibliographies aiming at an comprehensive survey of the published output of a country.

A strange indifference concerning the place of publication of documents covered can be found amongst the editors of bibliographic guides like Walford or Sheety [Winchell] (3) whose commentaries hardly ever give, accurately, the designed information; or in recent surveys such as Commonwealth retrospective bibliographies: an annotated directory (4) whose editor Richard Cheffins declares himself that the great majority of bibliographies listed are specialised bibliographies. Now, if one really wishes to establish retrospective bibliographic control, gathering together bibliographies concerned with the study of a particular country is distorting the problem, as is considering how one can really retrieve part of the national production from the mass of items written on a country (this can be appreciated immediately if one takes for example colonial official publications:

these are rarely covered in documentary retrospective bibliographies and yet are often the first documents printed in a country).

So, given such disorder, the working party has first of all tried to be more precise about the bases of inventory work, in terms of definitions:

1 - a retrospective national bibliography surveys the published output of a country on the same territorial basis as that adopted for the current national bibliography at the Paris Congress in 1977 (UNESCO/IFLA). Its aim is to survey the published printed documents on the national territory and to facilitate identification of the national output.

2 - the retrospective bibliographic inventory of each country must be made taking account of actual territorial frontiers. This assumption, taken without regard to political or ideological considerations, will allow the establishment of a coherent listing, although the political situation and frontiers may have changed considerably in different countries since the beginning of printing.

3 - a retrospective national bibliography should begin its listing on the date of publication of the first work printed in the country, therefore on the date of installation of the first printing press.

4 - a retrospective national bibliography should end its listing on the date of creation of the national current bibliography, should this not have given place to the establishment of cumulative volumes.

5 - contrary to most current national bibliographies, the retrospective national bibliography has no legislative base (of the legal deposit type) allowing it to

attain comprehensiveness. One accepts therefore as a national retrospective bibliography any listing aiming at inclusion or excluding certain categories of documents, even if it is sometimes impossible to know if it has been drawn up from primary or secondary sources. The comprehensiveness of national retrospective bibliographies compiled until the nineteenth century is therefore quite relative, the scholars at the time having at their disposal only limited means of investigation.

Likewise, it is difficult to make the distinction between trade and official bibliography since in most countries this made no sense before the second half of the twentieth century.

III. Different types of listing

In an inventory of existing retrospective bibliographies, two categories of country stand out very clearly:

1 - the countries which already had their political and/or territorial identity when the first printing press was installed. They are also in general countries with an old publishing tradition and often a fairly complete bibliographic coverage. It is therefore easy to find information on their publishing history. Should the compilation of retrospective bibliographies remain incomplete either for lack of information or by deliberate selection (the concept of publishing output worthy of recovering) it can still be used and it is possible to fill the gaps by studying the existing national collection.

2 - the countries under colonial protection at the time the first book was printed in their territory. It is therefore important to understand the bibliographic situation during colonization which differs according to region and colonial powers;

prohibition of, or little publishing activity; lack of listing or a listing integrated in the national bibliography of the colonizing country resulting from legal deposit legislation. So it seems that the first documents printed in these colonies were most often administrative documents and official journals and that very few private publishers were established during the years of colonization. Moreover it is evident that during these years, the literature of the colonies has been confused with or assimilated in the colonial literature. Bibliographic catalogues, both old and contemporary, concerning the colonies are most often academic works striving to survey the documents relating to a particular country regardless of the place of publication and the language and, with rare exceptions, fail to grapple with the problem of listing the national output.

The inventory has therefore retained documentary bibliographic catalogues while taking into account the remarks which have just been made. So for each country the following categories have been retained:

1 - retrospective bibliographies which list monographs and/or periodicals (including official publications).

2 - national retrospective bibliographies whose listing includes documents concerning the country.

3 - documentary bibliographies concerning the country, which also contain documents published in the country. Such bibliographies are only included in the absence of all other catalogues, in order to provide a few elements of identification; yet, it is still obvious that the proportion of works identified by national bibliographic coverage remains vague and is always poor.

4 - the catalogues of specialised libraries which can be considered as national, documentary retrospective bibliographies and the printed catalogues of the large national libraries which have the role of national retrospective bibliographies insofar as they preserve the national collection.

And so one is faced with the specific problem posed by the listing of certain documents which do not fit into the usual framework of national bibliographies: incunabula present one such case.

In countries with an old publishing tradition, the incunabulum (5), a rare and often precious work, dependent upon a special technique has often been catalogued and first by the establishments where it was conserved. [Such books from all sources have often been made in the printing shops of different countries], therefore one has available many library catalogues (manuscript or printed, for quantitatively more or less important collections) even union catalogues covering a region or a country. Such catalogues will of course resemble the more or less satisfactory descriptions of the specimens which constitute their base. But in no way do they represent catalogues of national documents. It is true that in their case the national bibliography does not have the same "raison d'être" since such works existed long before the concept of legal deposit legislation.

These catalogues (as for example the volume dedicated to Southern France - Pyrenees region in the series Catalogues régionaux des incunables des bibliothèques publiques en France which surveys only 384 incunabula printed in France from a list of 813 and also contains 35% of Italian and 18% of German incunabula) are not included in our inventory since it is not realistically feasible to attach them to a country in terms of national bibliography.

On the other hand, the catalogues of libraries which gather incunabula (and also sixteenth and seventeenth century works) by countries of origin have been retained and constitute a far from negligable component for the retrospective national bibliography of the corresponding countries. The best example of this type of survey is without doubt the short title catalogue of the British [Museum] Library.

It becomes even more evident, in the case of incunabula, more than for the works of later centuries, that the country desirous of including, as a matter of form, incunabula from "national" printing shops in its retrospective national bibliography, must assemble the information with regard to the place of conservation, if it does not have, as is often the case, all the copies.

Of course, the lacunae in the survey of incunabula of each country are not the only gaps in our Inventory. Besides those inherent in the actual production of such a work more serious omissions have been noted, such as the total absence of or fragmentary nature of listings for certain countries, whether it is in their chronological or typological coverage (certain documents are excluded) or even in their practice (certain lists have such incomplete catalogue information that it will be necessary to recatalogue from primary sources).

IV. Conclusion

This stock-taking exercise has served to draw out the following points:

1 - clear terminology in the bibliographic field is a necessity on the international level. The Paris Conference of 1977, whose working documents came mainly from the Section on Bibliography, had allowed current national bibliography to be defined by its characteristics: means of listing, structure, content ... The recommendations

on the elaboration of the cumulative volumes of current bibliographies will be the extension of such work. Our general inventory will complement this and allow a better definition of the varying types of retrospective national bibliography.

2 - the survey of this inventory based upon actual territorial boundaries although logical is necessarily arbitrary. It does not avoid, to a certain extent, the dispersion of information or the duplication of listings; however, the list of catalogues and the information given, whether it be in the introductions to different countries, or in the commentary on entries, ought to allow for the retrieval of a maximum of bibliographic notes and the reorganization by collection and selection, of national retrospective bibliographies in a single chronological sequence. The mention of lacunae in the chronological coverage of each country ought to stimulate the drawing up of national retrospective bibliographies; likewise the paucity of information obtained in certain cases underlines the necessity of undertaking studies on the printing and publishing history of many formerly colonized countries who have not yet re-assembled their national collections.

3 - the national retrospective bibliographies (and their supplements) are still, most often, put together in the traditional manner, but retrospective bibliographic control is not an outdated programme (retrospective is not synonymous with retrograde!) and it can profit fully from technical and technological advances both in the completion of listings that already exist and in the replacement of unsatisfactory ones.

- the work of rationalisation of the last ten years has resulted in standard (for example short title catalogue) or complete (JSBD(M) and (A) descriptions of documents.

- information channels allow three types of list for countries whose publishing output is quantitatively important: a "retrospective" information capture with cataloguing from primary sources (Australia 1901-1950; Canada 1751-1950; France 1501-1800; New Zealand 1890-1960), the transference of old bibliographic references into a new information system (United Kingdom 1950-1970), or automated capture of old reference for the production of a new bibliographic tool (Italy 1886-1957).

4 - finally, the assembly of retrospective national bibliographies in the inventory brings forward several possibilities for research and/or action:

1 - the awareness of the most flagrant lacunae may guide the work of "national commissions for retrospective national bibliography" as well as the BL of researchers or students (for whom such a compilation could serve as a thesis marking the end of professional studies).

2 - the absence of information on the publishing history of certain countries must give rise to research projects for the identification of the first printed book on the national territory.

3 - a large part of the lists in the survey, even when it is not a question of catalogues, give in their preface information on the sources used by the contributors and may therefore, to a certain extent, help in the initial search for the document itself. Needless to say the few library catalogues surveyed will facilitate such an aim.

We may conclude that the most positive element, correct retrospective bibliographic control, is a factor determining access to the document. It is always easier to

find a document previously identified in the correct manner. In this sense, retrospective national bibliography and union catalogues are complementary. And one can only hope that all the national and multinational enterprises aspiring to extend the listings achieve their purpose: to contribute to the completion of the UBC and UAP programmes.

FOOTNOTES

(1) Quelques réflexions sur les bibliographies nationales rétrospectives/ par Marcelle Beaudiquez
A.B.F. Bulletin d'informations, no 113 (nouvelle série), 4e trimestre 1981, p. 29-31; International Cataloguing, vol. 11, number 2, April-June 1982, p. 17-19.

- Retrospective National Bibliographies in the context of UBC/Marcelle Beaudiquez
IFLA Journal, vol. 9, no 4, November 1983, p. 309-316.

(2) Inventaire général des bibliographies nationales rétrospectives = Retrospective national bibliographies: an international directory/Marcelle Beaudiquez. - Munich: Saur, 1986 (sous presse).

(3) Guide to reference material/ed. by A.J. Walford. - London: Library Association, 1973.

- Guide to reference books. - 9th ed. by Eugene Sheehy. - Chicago: ALA, 1976.

(4) Commonwealth Retrospective National Bibliographies: an annotated directory/ comp. by the IFLA International Office for UBC. - London: Commonwealth Secretariat, 1981.

(5) Understood here to be a book published before 1500, although, for countries with a more recent publishing tradition, one sometimes refers to works of the seventeenth and eighteenth centuries as incunabula.

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Division for Bibliographic Control

Section on Bibliography

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THE NATIONAL UNION CATALOG PROGRAM

by

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ABSTRACT

This paper provides a brief summary of the functions and purposes of the National Union Catalog and other book catalogs, a more lengthy discussion of current NUC policies and practices (including the automation of NUC, bibliographic policies, scope of coverage, publication formats and the reporting structure for participating libraries), a description of related publications and their roles in LC's book catalog programs and concludes with a discussion of the future of the National Union Catalog program.

I. Introduction

While planning a suitable approach to this topic, I originally considered addressing the subject of "The National Union Catalog as a National Bibliography." However, that would have obliged me to spend some time talking about why the NUC is not a national bibliography. Instead, I felt it would be far more beneficial to concentrate on what the NUC is rather than on what it is not. With that approach in mind, I plan on providing a brief summary of the functions and purposes of NUC, a more lengthy discussion of current policies and practices, a description of various related publications and lastly some speculation on the future of the NUC. Furthermore, although the title of this paper implies a discussion of a single publication called the National Union Catalog, I intend to depart somewhat from this concept and will also be addressing many union catalog publications that make up the "NUC family" as part of the Library's larger book catalog program.

II. Purposes and Functions of the NUC and other book catalogs

Traditionally there have been three major functions or purposes defined as appropriate for the NUC in its support of the operations of libraries and other elements of the information community:

1. To support selection and acquisition functions by providing appropriate information in a timely manner.
2. To support cataloging and bibliography operations by providing accurate, consistent, reliable and standardized bibliographic data.
3. To support inter-library loan and document delivery programs by providing comprehensive coverage of the location of imprints in demand by scholars and others.

While striving to perform these functions in an effective manner, the NUC has been instrumental in helping to reduce duplicative cataloging, enhance resource sharing efforts, and support reference and information work. The success of this program

has been due in large part to the diligent efforts of the several hundred U.S. libraries that have been contributing their cataloging data to NUC on a remarkably regular basis for over 25 years.

III. Current NUC Policies and Procedures

To help meet the requirements outlined above, a variety of policies and procedures have been formulated by the Library of Congress to support the complex operations surrounding the production and distribution of the National Union Catalog.

1. The most noteworthy development in this area in recent years was the introduction of automated support to the production of NUC in 1983 which resulted in a number of major changes to this book catalog program. With the development of an online input/update system, Library of Congress staff were able to begin creating MARC records for NUC reports submitted by contributing libraries. At the same time, the Library of Congress acquired the software developed by the National Library of Canada to produce Canadiana. This software was modified as necessary to meet LC's requirements and is now used to produce the following NUC publications: NUC.Books, NUC.U.S. Books, NUC Cartographic Materials, and NUC.Audio-Visual Materials.

   The automation efforts for NUC thus far comprise what is called Phase I (that is, the ability to create MARC records for outside reports and the capability to produce union catalogs from these MARC records). Phase II is now in development and is anticipated to be

operational early in 1986. While Phase II will not have any observable impact on the NUC publications themselves, it will have a major impact on the NUC editorial operations within LC. Successful implementation of this phase will permit contributing libraries to submit their reports for monographs in the form of MARC records on magnetic tape. These contributed MARC records will be added to an online NUC Books Resource File at the Library of Congress where they will be reviewed by LC staff prior to being included in the NUC publications. This will relieve the NUC editorial operation of the labor-intensive and time-consuming task of keyboarding the monograph data currently contributed by outside libraries in a catalog card format. As an indication of how helpful this facility will be to the NUC operation, Raymond Vondran estimated in 1978 that 89.3 percent of the outside reports were potentially available in machine-readable form. (See Network Planning Paper No. 6 -- "National Union Catalog Experience: Implications for Network Planning" by Raymond F. Vondran published by the Library of Congress in 1980).

Once Phase II is implemented, libraries with their own automated systems will be able to send tapes containing their NUC monograph reports directly to LC. Those libraries that belong to a bibliographic utility or network such as OCLC, the Research Libraries Group (RLG) or the Washington Library Network (WLN) will be able to submit their reports on tape via their respective utilities. Contracts have already been signed with RLG and WLN which will permit LC to

receive their member library reports on tape for subsequent publication in NUC -- and agreement on a contract is in process with OCLC. It is important to note that these contracts allow for a somewhat limited use by LC of machine-readable reports contributed by OCLC, RLG and WLN member libraries. These reports can be used by LC in support of its own internal cataloging operations and they can be published in one or more of the NUC microfiche publications. But under the terms of the contracts they cannot be distributed by LC in machine-readable form. Therefore the Library of Congress is not and will not be distributing MARC data for NUC reports in the near future.

2. Bibliographic Policies and Practices

All outside library reports that appear in the current computer-produced NUC reflect AACR 2 cataloging. If a reporting library submits a report that does not represent AACR 2 conventions, the NUC editorial staff will upgrade the report to AACR 2. This primarily applies to form of entry for name headings. It is appropriate to note that name authority records are now created for all name headings in outside reports -- which in turn are made available through LC's MARC Distribution Service for Name Authorities. This is an enhancement to the NUC editorial practices which was introduced at the same time that Phase I of the NUC automation program was implemented.

With the automation of NUC, the scope and coverage of these publications was also changed. The previous restriction on pre-1956 imprints was terminated (although operational work-load considerations require that these earlier imprints have a lower priority than do the more recent or current imprints).

Reports for imprints in all langauges from all countries continue to be accepted, although data for titles in non-Roman languages (including Chinese, Japanese, Korean, Hebrew, Arabic, Persian, Yiddish and the Cyrillic alphabets) appear in romanized form. The coverage of NUC Books and U.S. Books was expanded to include both Cataloging in Publication (CIP) data as well as Minimal Level Cataloging (MLC) data from the Library of Congress, and NUC's coverage of microforms was expanded to include microform masters that were formerly published in the National Register of Microform Masters (NRMM).

3. Publication Patterns and Formats

At the time that computerized support was implemented for NUC, two major publication format changes were introduced: a register/index approach for presenting the information and a microfiche format for publishing the catalogs. In a register/index format the full, complete bibliographic records are published in a register in numerical order (by a system-assigned control number). Entries are numbered in sequence as they are added to the register. Each new issue of the register continues the numerical sequence from the previous issue, permitting new records to be added without republishing the entire register. Access to entries in the register is provided by indexes which display a considerably shortened version of the register entry. Due to the reduced size of the entries these indexes can be cumulated more frequently and over a longer period of time than if the full register entries were cumulated.

The change from hard copy to a microfiche format was recognized as having both advantages and disadvantages, and these have been frequently discussed. The advantages include the ability to produce a more compact publication in a more timely fashion and at a lower cost than is required for hard copy production. The obvious disadvantages include some user dissatisfaction with a microform medium, equipment requirements and less portability than a hard copy product. This was a somewhat difficult decision to make and one that was based on a number of complex factors including economic concerns, production considerations and the growing number of alternatives available for producing, distributing and using information as a result of emerging technologies. Many of these same factors will be a consideration in determining the future publication formats of other book catalogs, as will be discussed later in this paper.

Regarding publication patterns, both NUC.Audio-Visual Materials and NUC.Cartographic Materials are constantly cumulating from one year to another -- while NUC.Books and NUC.U.S. Books cumulate within each calendar year only (with multi-year cumulations available as a separate purchase). The reasons for these variations in cumulating patterns are purely practical ones: the size of the NUC Books and U.S.Books publications mitigated against a constantly cumulating publication pattern. Both of these publications are currently considerably larger than NUC.AV or NUC.CM and would have required much more computer time and more complex production schedules to achieve

that kind of cumulation pattern. Future cumulation patterns for other book catalogs will be determined in part by these same practical considerations.

Forthcoming changes in the index patterns for NUC.Books and NUC.U.S. Books should also be noted. Currently the series and subject heading indexes for these publications cover only those reports from the Library of Congress (not reports from contributing libraries). This was primarily due to problems anticipated as a result of the lack of adequate authority control over series and subject headings for outside library reports in the NUC system. However, recent studies of series and subject headings in contributed library reports revealed a satisfactory conformance to LC practice. Therefore, in 1986, these indexes will be expanded to include outside reports.

4. Reporting Structure

The current reporting structure for contributing libraries is basically the same one that has been in place for a number of years: participating libraries submit their reports on 3 x 5 catalog cards. Any U.S. or Canadian library interested in participating in the NUC program can apply to the Catalog Management and Publication Division at the Library of Congress for instructions and directions on how to submit their reports. At this time institutions participating in the NUC can submit reports for NUC.Books, NUC.U.S. Books and NUC.Cartographic Materials. Personnel resources and automated systems are not currently in place to support the receipt and inclusion of outside

reports in NUC Audio-Visual Materials (which reflects only bibliographic data supplied by the Library of Congress).

As indicated earlier, Phase II of the NUC automation efforts will provide another reporting option for those libraries able to submit their reports in machine-readable form. Both alternatives (machine-readable reporting and manual reporting) will continue to be available to participating libraries for the foreseeable future.

Historically, institutions reporting to the NUC have been almost exclusively libraries. Recently there's some evidence to indicate that this reporting pattern can and should be expanded to include other members of the information community such as publishers, book agents, library consortia, etc. This is already true for microforms, where major contributors to the NUC are producers, publishers and distributors of publications in this particular format.

IV. Related Publications and Their Roles in the Book Catalog Program

As indicated earlier, in addition to providing standardized bibliographic data for reported titles, an important function of the NUC is to indicate which institutions hold these imprints. This is currently accomplished through the Register of Additional Locations (RAL) -- a separate microfiche publication but considered part of the "NUC Family." A constantly cumulating publication, the RAL is published quarterly and currently contains approximately 34,000,000 institutional locations for titles that have appeared in the NUC since 1956 as well as some reports for pre-1956 imprints that appeared in the Mansell publication.

Published since 1963, any future expansions, changes, enhancements, etc. of RAL will be determined in part by LC's implementation of the MARC Format for Locations and Holdings.

In addition to the RAL there are a number of other publications that play major roles in LC's book catalog program and in the use of these publications as bibliographic and location tools. Supplementing the RAL, the Symbols of American Libraries provides a comprehensive concordance between the full name and address of a library and its NUC symbol. Formerly a highly irregular publication, Symbols is now planned to be updated and published annually in order to adequately support the use of RAL, NUC and other union catalogs for interlibrary loan, document delivery, etc. Name Authorities (both the MARC distribution service and the microfiche product) and the same kinds of forthcoming products for Library of Congress Subject Headings provide valuable support information for users of NUC and other union catalogs. This is especially true as a source of information for authority cross references from variant forms to established forms of name and subject headings -- for these cross references do not appear as part of the bibliographic data contained in the union catalogs.

Union catalogs for forms of material other than books, maps and audio-visual materials also comprise a major component of LC's book catalog program. The Music Catalog is a manually produced book catalog containing information supplied by the Library of Congress and nine other research libraries. Although the Library of Congress now provides MARC records for its own cataloging, automated systems are not yet in place for accepting or creating MARC records for outside music reports. Tentative plans now place this development effort in 1987 -- with a computer-produced NUC.Music anticipated shortly thereafter. Specifications have yet to be prepared regarding the format, arrangement, etc. of this future publication.

Published since 1962, the National Union Catalog of Manuscript Collections (NUCMC) is also a manually produced book catalog representing the reports of manuscript collections held by the Library of Congress and over 1,000 other repositories. Work is currently underway to provide automated support for this publication by the end of 1986. Tentative plans call for LC's use of the RLIN online system to build and maintain this machine-readable data base -- with a hard copy union catalog produced from the MARC records created on this system. As with the Music Catalog, specifications have yet to be prepared regarding the format, arrangement, etc. of this new publication.

In its scope and coverage, New Serial Titles is the equivalent of NUC for serials. As such, it contains bibliographic and location data for serial titles cataloged by the Library of Congress, contributing outside libraries and data reported to the national Serials Data Program by U.S. publishers, abstracting/indexing services and other member countries of the International Serials Data System. Computer produced from MARC records created as part of the CONSER (CONversion of SERials) Project on OCLC, NST currently appears in hard copy and is arranged alphabetically. Consideration is now being given to changing NST to a microfiche publication because of the growing size of the publication which in turn leads to a more expensive hard copy publication that requires more and more time to produce in paper form. A microfiche format will alleviate both the cost factor and the timeliness concern. The question of whether or not to produce NST in a register/index format is also raised occasionally. Any final determination on this issue will be based on a number of factors yet to be adequately investigated. Among the questions to be addressed in this area is the appropriateness of a register/index format to a publication

that represents highly dynamic information -- data that is frequently changed, updated, etc., which in turn would lead to frequent replacements of register entries.

V. Future of the NUC and other Book Catalogs

Table 1 contains statistical data for the National Union Catalog from various Annual Reports of the Librarian of Congress during the past 20 years which may reveal some interesting trends that could be indicative of future directions for LC's book catalog programs:

	1965 (NUC)	1975 (NUC)	1984 (NUC.Books and NUC.U.S.Books)
Number of libraries actively reporting to NUC	283	431	411
Number of NUC reports received from participating libraries	1,297,300	2,975,700	3,489,800
Number of subscriptions to the NUC	1,556	2,778	1,025

Table 1

Although an indepth and authoritative analysis of these statistics cannot be undertaken in this paper, it is appropriate to make some general observations: 1) while there has been some fluctuation in the number of libraries reporting to NUC during the past 20 years, the number has remained fairly constant during the past 10 years; 2) the number of reports received from participating libraries has steadily increased during the past 20 years; and 3) since the late 1970's there has been somewhat of a decline in the number of subscriptions to the NUC. However any assumptions based on the number of subscriptions since 1975 should be tempered by the fact that the NUC publications have also been produced and marketed by a company called Advanced Library Systems since the late 1970's. Therefore, LC's figures do not represent the entire market place.

One can speculate on the fact that there appears to be an ongoing commitment on the part of libraries to participate in this program -- and apparently a continuing demand for this publication. However, with emerging technologies, changing economic conditions and ever-evolving patterns of use of information, we need to ask the questions: Who uses the NUC and for what purposes? Mindful of this need, the Cataloging Distribution Service at LC has recently begun a market research study to address these and other related issues in order to better plan for the future of NUC. If sufficient resources are available, similar studies may also be conducted for New Serial Titles and the Music Catalog.

The relationship of the NUC and other book catalog programs to various major bibliographic activities in the U.S. also needs to be carefully considered in planning for the future. These activities include such cooperative bibliographic projects as the CONSER Project for serials and newspapers, the NACO Project for name authority data, the Linked Systems Project (LSP) which will support the computer-to-computer exchange of data between LC, RLG, WLN and OCLC, and a growing interest in conducting some major retrospective conversion projects for various forms of material (including microforms and music) by research libraries in the U.S. The future of NUC as a national bibliographic resource will also take into account the current and emerging roles of bibliographic utilities and networks such as OCLC, WLN and RLG as well as other private sector initiatives directed toward the production, distribution and utilization of bibliographic information.

As yet there may be more questions than there are answers for many of these issues. But as we are fond of saying at the Library of Congress: "The future is longer than the past" -- and we look to the future for many of these answers.

IFLA GENERAL CONFERENCE, CHICAGO

Division: COLLECTION AND SERVICES

Section: JOINED MEETING OF BIBLIOGRAPHY + OFFICIAL PUBLICATIONS

1985

103 OP-1-E / BIB-4

BIBLIOGRAPHIC CONTROL OF INTERGOVERNMENTAL PUBLICATIONS: USER SURVEY: AN INTRODUCTORY EXPOSÉ

by

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Bibliographic Control of Intergovernmental Publications: User Survey: An introductory exposé

Before I start talking about the object of this paper, I would like to somewhat clarify its title which may not be obvious at first sight: bibliographic control of Intergovernmental Organizations publications refers to the study of the bibliographic publications of certain intergovernmental organizations and of their content and the user survey refers to a survey to be done among the users of those publications. Today's paper consists of a general presentation of the project in all its aspects.

This project is based upon a study which was done for the International Congress on National Bibliographies, held in 1977 under the auspices of UNESCO in conjunction with IFLA; the Congress focused on various aspects of national bibliographies; its aims were and I quote: "To reach agreement on minimum standards and/or acceptable practices for the coverage, content and form of national bibliographic records, taking into account the requirements for their international exchange; to reach agreement on acceptable guidelines for the presentation, arrangement and frequency of the printed national bibliography; to discuss and make proposals for the sharing of resources to assist countries in achieving national bibliographic control, using either manual or computerized methods of producing national bibliographies." 1/ The specific study which is related to this current project is entitled: "Survey on the present state of bibliographic recording in freely available printed form of government publications and those of inter-

governmental publications" [2]; obviously the latter part of the study is what concerns us here; the author of that study, in a first part, examined in detail the content and the scope of national bibliographies of most countries of the world based upon questionnaires sent to either national libraries, national bibliographic centres or country representatives of IFLA, and in a second part she looked at the bibliographies, indexes and catalogues of publications of intergovernmental organizations; again she submitted a questionnaire to various intergovernmental organizations (around 40 of them) to compile the information; however no survey was conducted among the users of those bibliographic sources and I will come back to this point later in this presentation. The author made very interesting comments concerning universal bibliographic control, which is of current interest to all librarians and which I think, are worth mentioning here: she commented on the fact that universal bibliographic control is very difficult to apply to official publications since and I quote "It is difficult to say precisely what is an official publication; more and more such documents are put out and by their very nature official publications do not pass through the normal channels for the distribution of printed matter, and it is difficult to keep a record of them" and by the term "official publication" I understand it to designate all publications put out by either governments, national institutions or intergovernmental organizations of any kind. Very little

has been done to achieve universal bibliographic control as far as intergovernmental organizations are concerned except may be to some extent by the United Nations family of organizations.

In conclusion the 1977 Congress made the following recommendations: it emphasized the need for deposit legislations of national bibliographies, indicated certain criteria for the selection of materials to be included in national bibliographies and some guidelines for the presentation of their format and their frequency of issuance.

In the paragraphs devoted to the publications of intergovernmental publications (p. 12 of the final report) [2] it recommended the introduction of cataloguing-in-publication schemes (CIP) in accordance with international bibliographic standards; and also that intergovernmental organizations should co-operate "in a joint effort to produce a current bibliography of all their publications."

Before proceeding with the actual presentation of this project I would like to talk about two papers which have been done since 1977 and which, I think, are directly relevant to this current project; one is entitled "Developments in national bibliographies since the Paris Congress of 1977" [3]; the author of this paper takes stock of what has been happening between 1977 and 1983, the date of his paper, and gives his own assessment of the Congress recommendations and of what he saw as valuable, or lacking or redundant in them and although here again the main focus is on national bibliographies and not international bibliographies, the author does refer to them at some point

and his remark is that since 1977 and I quote "Little if anything, has been done to introduce cataloguing-in-publications schemes (CIP) for the publications of the Intergovernmental and International Non-Governmental Organizations and not much more to produce an international bibliography of Intergovernmental Organizations' publications" 3/, as was recommended by the Congress.

The other paper, entitled "Availability and use of official publications in libraries" 4/ was done in the context of the Programme for the Universal Availability of Publications (UAP); this paper is the result of a research project undertaken between February 1981 and June 1982 and based on a survey conducted in all parts of the world (it reached around 50 countries) among various types of libraries, national, public, administrative, institutional, etc. The aims of the research were to cover "Collecting policies, difficulties in acquiring, handling and making available official publications, and the use that they receive in libraries" 4/; a section of the questionnaire was designed to cover publications of Intergovernmental Organizations in as far as trying to determine the degree of active involvement of the libraries questioned in the field of Intergovernmental Organizations' publications; the conclusions derived from the responses were that difficulties lie mostly in the collecting of materials, due to their uneven distribution, the lack of good bibliographic control and of co-ordination between agencies.

From all those studies mentioned until now, it appears very clearly that Intergovernmental Organizations' publications have been either overlooked or dealt with on a relatively superficial level, with the exception of the 1977 study, already mentioned, prepared for the Paris Congress, which examined the content of their bibliographic tools quite extensively; the user surveys themselves did not have the Intergovernmental Organizations' publications as their main focus of interest; however I do not intend, by any means, to generalize and I am aware that other research projects have been undertaken, which looked into the problems of those publications especially in the field of United Nations publications and documents; moreover one can find a lot of similarities in the issues facing national bibliographies on the one hand and international bibliographies on the other hand; by international bibliographies, I refer to the various forms of bibliographic materials issued by Intergovernmental Organizations; International Organizations are increasingly competing with governments in putting out printed information, due to their growing number and size and two very good examples of such growth come to mind, the United Nations and the European Communities; and of course their volume of documentation has to exceed by far the volume put out by individual governments; as such I believe that intergovernmental publications deserve to be treated as a separate entity and not as part of a larger framework as they have been in the projects already mentioned.

This current research will comprise three main sections: the first section will contain an updated inventory of all the bibliographic sources of a selected number of organizations, a lot of which were included in the 1977 study (the list of the organizations sampled for this project appears in exhibit I of this paper) and will be done by another colleague who is being selected during this IFLA session; the second section, which involves a user survey to be conducted by means of a questionnaire among depository libraries of official publications (i.e. national libraries, university libraries, library associations, etc.) throughout the world and on which I am going to elaborate later on in this exposé, will be done by myself; the third main section, done jointly, will be a synopsis of the results of the survey and of the updated inventory of the intergovernmental bibliographic sources, which will lead to a certain number of recommendations on what needs to be initiated, continued or finalized in that domain.

I am now going to elaborate on the methods which are going to be used for this research; as you may have noticed the organizations selected for the study are, for most, regional intergovernmental organizations and are of fairly large size; the reason why they are limited in number is that it allows for a more in-depth approach to the problem since our aim here is not to find out the exact volume of official publications received by libraries and from how many organizations but rather to determine the pattern, if there is one, of bibliographic control exercised by a certain type of intergovernmental organizations;

there is no doubt that a lot of discrepancies exist between various types of international organizations of different size, function and influence, and in that respect, major regional organizations seem to accurately represent a specific type of international organizations.

The questionnaire itself will actually consist of two questionnaires: the first one, which is the major one, will focus on the problems of bibliographic control of intergovernmental organizations and the second one, which is more like a mini questionnaire and works as a complement to the major one, is devised to find out whether the libraries receive any publications, if at all, from some of the organizations in question. Questionnaire I tries to ascertain whether changes or improvements have taken place in the last few years in the distribution pattern of bibliographic tools, in their content, format and coverage; and if positive changes have occurred, whether they are due, in some part, to the computerizing process which some organizations have started to implement in their information and documentation departments and if on the contrary the situation has gotten worse, to see whether this is due to budgetary constraints which some organizations have been experiencing and are still experiencing; questionnaire II will cover the level of frequency at which libraries acquire the publications themselves and to what extent the format of those publications has been altered since the advent of computerization and microform techniques.

One can already anticipate the type of profiles that will emerge from the survey; in some instances, the libraries surveyed will receive

no or very few Intergovernmental Organizations publications and will rely heavily on their bibliographic sources; in other instances some libraries will receive a very large number of those publications and will have devised their own system of bibliographic control and classification to access the material, without a great need for bibliographic tools; other instances will be that the libraries both receive the publications and heavily use the bibliographic sources as guidelines for the classification of the material. We will try to cover as many countries of the world as possible and in order to facilitate communication the questionnaires will be translated into French, Spanish, Arabic and Russian.

References

1/ International Congress on National Bibliographies, Paris 12-15 September 1977. Final Report. Paris:UNESCO, 1978, p. 17 + annexes. (Conf.401/Col.11.[PGI/77/UBC/3]).

2/ International Congress on National Bibliographies, Paris 12-15 September 1977. Survey on the present state of bibliographic recording in freely available printed form of government publications and those of intergovernmental organizations. Paris:UNESCO, 1978, p.160. (Conf.401/Col.1.[PGI/77/Ref.4]).

3/ Cheffins, Richard H.A. Developments in national bibliographies since the Paris Congress of 1977. 1983, p. 14.

4/ UNESCO. Availability and Use of Official Publications in Libraries. Paris:UNESCO, 1983, p. 140. (PGI-83/WS/30).

Exhibit I

LIST OF INTERGOVERNMENTAL ORGANIZATIONS TO BE STUDIED

African Development Bank (DB)

Andean Group (Cartagena Agreement)

Arab Monetary Fund

Asian Development Bank

Association of South East Asia Nations (ASEAN)

Caribbean Community and Common Market (CARICOM)

Commonwealth

Council of Mutual Economic Assistance (CMEA)

Council of Europe

European Economic Commission (EEC)

Inter-American Development Bank

International Bank for Reconstruction and Development (IBRD, World Bank)

International Monetary Fund (IMF)

Nordic Council of Ministers

North Atlantic Treaty Organization (NATO)

Organization for Economic Co-operation and Development (OECD)

Organization of African Unity (OAU)

Organization of the American States (OAS)

Organization of Petroleum Exporting Countries (OPEC)

South Pacific Commission

United Nations + FAO, International Atomic Energy Agency, UNESCO, WHO

UN Economic Commission for Africa (ECA)
for Europe (ECE)
for Asia and the Pacific (ESCAP)
for Latin America (ECLA)
for Western Asia (ECWA)

Exhibit II

QUESTIONNAIRE I

1. Do you receive the following bibliographic sources from the organizations listed on the attached?

a) Bibliographic listings (specific subjects) Yes [ ] No [ ]

b) Indexes (title, subject, symbol) Yes [ ] No [ ]

c) Sales catalogues Yes [ ] No [ ]

2. In each category of bibliographic sources, can you indicate if you receive:

	every regular issue	irregular issues	infrequent issues
a) Bibliographic listings	[ ]	[ ]	[ ]
b) Indexes	[ ]	[ ]	[ ]
c) Sales catalogues	[ ]	[ ]	[ ]

3. The following organizations have started computerizing their bibliographic sources in the last five years
Have you noticed whether computerization had an impact on the following?

a) Frequency of obtention of sources
more regular [ ] less regular [ ] same [ ]

b) Content of those sources
more complete [ ] more selective [ ] less selective [ ]

c) Format of those sources
clearer format [ ] less clear [ ] same format [ ]

4. The following organizations had financial drawbacks in the last five years
Have you noticed whether budgetary constraints had a negative effect on:

a) Distribution Yes [ ] No [ ]

b) Format Yes [ ] No [ ]

c) Content Yes [ ] No [ ]

5. If you do not receive any bibliographic sources from one or several of those organizations, where do you find the necessary information?

a) In national bibliographies which report publications from intergovernmental organizations Yes [ ] No [ ]

b) Bibliographic listings issued by other libraries Yes [ ] No [ ]

c) Bibliographic listings appearing in periodical articles Yes [ ] No [ ]

d) Bibliographic listings contained in monographs Yes [ ] No [ ]

Questionnaire I (continued)

6. Would you say that in general the pattern of bibliographic control in the last five years has:

a) Improved Yes [ ] No [ ]

b) Become worse Yes [ ] No [ ]

c) Remained the same Yes [ ] No [ ]

7. How do you receive the bibliographic sources from those organizations?

(Please indicate from which organizations)

a) Free Yes [ ] No [ ]

b) Subscription fee Yes [ ] No [ ]

c) Do you have to claim them? Often [ ] Sometimes [ ] Never [ ]

8. What do you think of the idea of a common bibliography published by all intergovernmental organizations?

a) Would it serve your library? Yes [ ] No [ ]

b) Would it increase your library's accessibility to the Intergovernmental Organizations' material? Yes [ ] No [ ]

c) Would it help you to classify Intergovernmental Organizations' publications? Yes [ ] No [ ]

9. What do you think of the introduction of cataloguing-in-publications schemes? (Explanation of the term)

a) Would it serve your library? Yes [ ] No [ ]

b) Would it increase your library's accessibility to the Intergovernmental Organizations' material? Yes [ ] No [ ]

c) Would it help you to classify the Intergovernmental Organizations' publications? Yes [ ] No [ ]

10. What are your suggestions to improve bibliographic control?

Please indicate your ideas

a) Format "

b) Frequency "

c) Content "

d) Computerization "

e) Microfiching "

QUESTIONNAIRE II

A. Do you receive publications from the Organizations listed on the attached list? Yes [ ] No [ ]

B. If the answer to question A is positive could you please answer the following:

1. How do you acquire those publications?

on a free basis for all publications	free for some but not all	subscription fee
[ ]	[ ]	[ ]

2. Do you receive them automatically or do you have to claim them most of the time?

automatically	claim sometimes	claim most of the times
[ ]	[ ]	[ ]

3. What type of publications do you receive?

a) Monographs Yes [ ] No [ ]

b) Mimeographed Documents Series Yes [ ] No [ ]

c) Periodicals Yes [ ] No [ ]

d) Internal papers Yes [ ] No [ ]

e) Major reports Yes [ ] No [ ]

4. In which languages do you receive them?

	Eng	Fr	Sp	Rus	Ar	Ch	Ger	It	Others
a) All publications	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
b) Mimeographed Documents Series	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
c) Periodicals	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
d) Internal Papers	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
e) Major Reports	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
f) Monographs	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Questionnaire II (continued)

5. Are you in favour of?

a) Microforms (fiches, films) Yes [ ] No [ ]

b) Computer tapes Yes [ ] No [ ]

c) Computerization in general

- Installation of a computer terminal in your library
  Yes [ ] No [ ]

- Access to Intergovernmental Organizations Publications data-bases through the computer terminal
  Yes [ ] No [ ]

d) If you have such a system, as described above, already in place could you please describe:

- Type of handware

- Type of software

Bibliographic Control of Intergovernmental Publications: User Survey: An introductory exposé. Summary.

The International Congress on National Bibliographies, at its 1977 session, focused on the problems of the control of national bibliographies and made several recommendations toward improving the situation; attention was also given to the problem of bibliographic control of intergovernmental organizations publications and the need for cataloguing-in-publications schemes in accordance with international standards, and the compilation of a common current bibliography by all organizations, was stressed.

The purpose of this project is to update the study done for the 1977 Congress on the bibliographic control of international organizations publications, by including new items which may have been added to the already existing sources and possible changes in the format and content of those tools, in a first part, and in a second part, to analyze the problem further and conduct a survey among the users of those publications, i.e. national, state and other institutions libraries throughout the world which have depository collections of those publications. The questionnaire, devised for that purpose, focuses on the usage of bibliographic sources produced by a limited number of intergovernmental organizations, which have been selected on a regional basis, and tries to ascertain the following facts: whether there has been improvements and changes, or lack of, in the distribution and advertising patterns in the last few years; whether computerization of a few of those bibliographic tools has had an impact on those patterns and whether the budgetary constraints, which have been imposed on many organizations, have adversely affected the whole process.

IFLA

1985

IFLA GENERAL CONFERENCE, CHICAGO

Division: Bibliographic Control

Section: Bibliography

and

Official Publications

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BIBLIOGRAPHICAL CONTROL OF EUROPEAN COMMUNITY PUBLICATIONS

BY

E. GASKELL

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BIBLIOGRAPHICAL CONTROL OF EUROPEAN COMMUNITY PUBLICATIONS.

E. GASKELL
Head of the Commission Library

1. There is probably no intergovernmental organization yet created whose workings are understood by the intelligent man in the street. At best he may have an awareness that such and such an organization exists. Beyond that hangs a pall of ignorance, even indifference. The reason is not far to seek. It is the limited desire of most people to identify with levels of government or administration functioning outside their immediate ken and affinity. In other words, problems met on a man's own cabbage patch generally matter more to him than vaster subjects debated in assemblies far away: except, of course, in those rare moments when his very survival is threatened. At such times he is liable to take greater notice of the international dimension, and perhaps even to develop a passing curiosity about the nature of whatever international body suddenly enters his life - as the IMF is inclined to do at times of massive inflation (I think of Britain in the mid-1970's).

2. In the case of the European Communities there is still, even in Europe, surprisingly widespread public incomprehension of their makeup and functioning. This is after more than 30 years existence. Let me remind you that the first of the three Communities (for coal and steel) was established in 1952, and that there then followed (in 1958) the juridically separate communities for atomic energy (Euratom) and economic affairs (EEC or Common Market). In those days there were only six member countries (France, Germany, Italy, Belgium, the Netherlands

and Luxembourg) ; now there are ten (the UK, Ireland and Denmark joined in 1973, Greece in 1981), whilst next year the number will grow to twelve with the addition of Spain and Portugal. Altogether this forms the largest trading block in the world. As such it acts on the world stage whether by making commercial agreements with the US, Japan and other countries, or by participating in GATT, or helping undeveloped countries, or contributing its viewpoint to international issues, etc. etc.
At the same time a wide range of policies and action-programmes is pursued with the aim of strengthening the bonds of European integration.

3. All of this naturally produces mountains of paper. The phenomenon will be familiar to my audience ; it materializes in any administrative or bureaucratic context, be it at the national or intergovernmental level, (incidentally it explains why our particular jobs exist). I need hardly underline the difficulty of regulating this sort of documentation ; it so easily gets out of control and therefore unuseable, especially in a polyglot environment (nine official languages) such as reigns at the European Communities.

4. The above problems have been compounded in the past by a certain lack of coherence and consistency in Community publications policy, as well as in the defining of what a publication is. These matters are treated lucidly and in great detail by Walter Verheyden and David Perry in two chapters contributed to Michael Hopkins' recent valuable book on European Communities information. An important point made therein is that before the establishment of the Publications Office in 1969, each of the Community institutions ran its publishing activities independently (except, that is, for the Official Journal which was alwas a combined effort). In such conditions it was naturally impossible to exercise exhaustive bibliographical control, and indeed there was no

obligation on anyone to even try, though a catalogue was eventually produced in 1972 (as a supplement to the Communities' Bulletin) covering the period from 1952 to 1971. In parallel, the Commission's Central Library steadily went on building up its card catalogues representing material deposited there, and is now engaged in converting them retrospectively to machine readable form.

5. The era since 1969 has seen many gradual improvements in the organizing and systematizing of Community publications. This is primarily as a result of the Publications Office assuming responsibility for the production and distribution of information material from no less than six Community institutions (ie Parliament, Council, Commission, Court of Justice, Economic and Social Committee and the Court of Auditors). It is true that there were always exceptions to this rule, such as local items issued by certain of the Commission's Press and Information Offices and licensed publications brought out by commercial publishers, plus material classed as internal documents. Nevertheless, the essential point is that it became possible during the 70's for the Publications Office to issue unified catalogues which with all their faults and omissions got steadily better under the influences of educated criticism (generously accepted) from librarians, and then most recently of automation.

6. The second element that basically changed the aspect of Community publications during the 1970's was the creation, within the Commission (the main publishing institution), of a consultative committee composed of representatives from the services most closely concerned, including the Central Library. Through this committee have transited many useful suggestions for the improvement of bibliographical control, some of them submitted by outside (chiefly British) librarians.

7. A third factor in the situation, one that has often been commented upon critically by librarians, is the arbitrary distinction which the Community draws between "publication" and "document". Since items in the latter category usually start their life as internal texts they have not until recently entered into the publishing programme, nor in consequence did they ever appear in the sales catalogues. This position is now fortunately changing.

8. At the present day the Publications Office issues a monthly catalogue in the different official language versions. Cumulated annually it groups references in 20 fields and includes a new document series the intention of which is to bring certain non-confidential material previously classed as internal to public attention. Another catalogue (also monthly and annual) was launched in 1983, listing references to the important mimeographed "COM documents" (more than 1000 per year) which consist chiefly of memoranda and legislative proposals sent by the Commission to the Council or Parliament. It is hoped the coverage of this catalogue will be eventually extended to include documents of Parliament and of the Economic and Social Committee. Finally the Publications Office brings out each year a free mini-catalogue ("The European Community as a publisher") listing the principal titles issued by the institutions.

9. I mentioned earlier in vague terms that certain Commission services share in the planning and programming of publications. This has beneficial consequences from the point of view of bibliographical control. For instance, the Statistical Office compiles a most useful quarterly periodical entitled Eurostat News describing new statistical publications in more detail than the announcements that appear in the catalogue of the Publications Office. Similarly, Directorate-General XIII

gives wide publicity to the scientific and technical publications issued under its own wing by summarizing them in a monthly periodical named Euro-abstracts (it is listed in the Publications Office catalogues). For retrospective research in the same fields there exists a Catalogue of EUR documents 1968-1979 which is also an official priced publication produced by DG XIII.

10. A complementary important contribution to bibliographical control is made by the Commission's documentation service SCAD. This department puts out a fortnightly bulletin carrying references to COM documents, (incidentally, a parallel index to COM documents is compiled annually by Giancarlo Pau of the Commission's London Office), Parliament's reports, opinions of the Economic and Social Committee, etc., as well as titles (plus abstracts) of periodical articles in 28 fields of interest to the Communities. Occasional cumulated bibliographies on special subjects are published also, as well as a useful flyer (SCAD News) announcing new Community publications.

11. It would be false modesty in me to play down my own library's role in the task of imposing bibliographical order a posteriori on the publication output of Community institutions. In fact, the Commission Library provides a valuable element of consistency and continuity of approach to this bewildering mass of paper artefacts. Handling them every day helps to instil some understanding if not always love of their characteristics and peculiarities. It was the introduction of automation in 1978 that made it possible to produce the yearly updated catalogue, indexed by French language descriptor terms, now well known particularly to the European Documentation Centres, which Mr Perry of the Publications Office was kind enough recently, in Michael Hopkins' book, to describe as "a listing of an unique comprehensiveness

for its period" (i.e. from 1978 to now). I should add that new Community publications and documents are included each month in the Library's bulletin entitled Recent publications on the European Communities, alongside references to books and periodical material (especially whole numbers devoted to particular themes) from the commercial press. In my view this bulletin constitutes an essential bibliographical tool for anyone seeking comparative information about different aspects of affairs (legal, economic, social, scientific, etc.) in the Community countries, and at the same time about Community policies.

12. So far I have been giving you just a surface view of the efforts made by Community institutions to record systematically their output of public documents. Resting a moment longer on this general level, I want to draw your attention also to the existence of catalogues or lists issued independently by three specialized Community agencies, ie. the European Foundation for the Improvement of Living and Working Conditions, which is in Dublin ; the European Centre for the Development of Vocational Training (CEDEFOP), which is in Berlin ; and the Joint Research Centre, which is located at Ispra in Italy. In the same breath let me mention the European Patents Office in Munich since it too has a publishing function and understands the importance of promoting its products.

13. Of course it is not every user of information who is satisfied in the first instance with mere document or book titles ; there is an obvious need to burrow beneath the surface at the research or interrogation stage. Hence the importance of indexes and abstracts, and of guides to subject fields. Here I should give first place to the monthly and annual tables of the Official Journal, compiled from a multilingual thesaurus called "Eurovoc", since they are such a mine of information on

the Communities. In them can be found a continuous record of legislative proposals and final acts, European Parliament Debates and Resolutions, opinions of the Economic and Social Committee, Court of Justice judgments, calls for tender, etc. Then there is the index to the monthly Bulletin of the European Communities, a periodical which keeps the public informed about current Community activities. With regard to abstracts I have already cited the periodical compiled by DG XIII, entitled Euroabstracts, which records the published results (in the form of EUR reports) of scientific and technical research underwritten by the Commission.

14. Here I propose to say a few words about that great segment of Community documents which in their different ways have legal content or imply legal consequences. Of course, it is inevitable that large numbers of items fall into this category seeing that law forms the very pillar of European integration ; as proof of this let me refer you to the capacious legislative section of the Official Journal. In parentheses one can only regret that retrospective research there is rendered somewhat difficult from the lack of cumulative indexes ; on the other hand, we must be grateful that the deficiency is partly made up through the publication each year of a continuously updated Register of Current Community Legal Instruments (ie of secondary legislation) generated as a by-product of the CELEX on-line data base. In the area of case-law, the Court of Justice issues through the Office of Publications a loose-leaf Digest of Case Law Relating to the European Communities, and also a periodically appearing Bulletin Bibliographique de Jurisprudence Communautaire, over and above its Reports of Cases before the Court. I should mention as well the selective list of references brought out by the Commission's Legal Service under the title National Decisions concerning Community Law.

15. Just now I remarked on the CELEX data-base covering Community law (defined as the Treaties plus secondary legislation) which may be searched via Euronet. Let me add that there is another important Commission data-base, ie EABS (on-line twin to Euro abstracts) publicly accessible in Europe, quite apart from the statistical data-banks of which CRONOS is the best known. You may also be interested to know that there are several more data-bases used internally at the Commission (eg ECO 1, PRC, ACTU and ASMODEE) and that the Commission Library has created one of its own (named ECLAS) as has SCAD.

16. Up till now I have been concentrating on the Communities' own bibliographical baggage. However that can never be sufficient in itself if only because users of documents usually know their particular needs better than the producers of them do. Where you have ten, soon twelve, countries (speaking seven, soon nine languages) to which those documents equally apply both juridically and polically, then you are inevitably faced with a compounded communication problem. That is why so much depends - and has to depend - on a variety of initiatives taken within the commercial press working in association or not with librarians.

17. As regards the contribution made by the commercial press, there is material here for a long separate paper on its own. I am therefore forced to abridge. First of all let me cite the monumental retrospective bibliography done by my predecessor Mr Kujath giving hundreds if not thousands of classified references in many languages for the period up to 1977. Since that date no other comparable bibliography has been published though there is no shortage of less ambitious examples. From them let me choose : Neilson's index to the authors and chairmen of Community reports (1981), Anne Ramsay's Eurostat index (1981) ; Michael Hopkins' guide to policy formation (1981) ; Twitchett's review article on Britain

and the Community published in British book news (1983); the list of theses on European integration compiled by my former colleague Mr Siemers and his wife (1981) ; and Gerda Hansen's bibliography of EC-Middle Eastern relations (1979). Then there is that commendable special issue of the Vanderbilt journal of transnational law (1975) presenting a bibliographical bird's eye view of the Court of Justice, with which I should like to bracket two later articles, by Germain (1980) and Kearley (1982), reviewing the whole literature of Community law. Other items that it would be foolish of me to overlook are John Jeffries' pioneering guide to Community documents (1981), as well as two different accounts of EC information sources written by Collester (1970) and Doris Palmer (1979), plus David Overton's Common Market digest (1983).

18. Now it so happens that many of those references just cited are to texts in English. This is no chauvinistic choice on my part ; it reflects, rather, the intense interest shown by British librarians (contrary to the general tendency in Britain) in the mysteries of the European Communities. The same phenomenon is evident in the regularity with which the British Library issues lists of its EC serial holdings, and further by its commissioning in 1981 of a report by Michael Hopkins on the broad field of EC publications and documents. It is no accident that there is an active Association of EDC Librarians in Britain. Another impressive sign of the earnestness with which EC documents (at least the COM ones) are received and treated in Britain is the series of reports analyzing and almost dissecting them prepared by select committees of the House of Commons and the House of Lords. Libraries are lucky indeed that possess a complete series of these reports since they give a marvellous conspectus of European Community policies and legislation during the 70's and 80's.

19. Let me conclude by stressing the importance of periodical literature in the present context. The example that first comes to mind is that remarkable daily summary of Community affairs, entitled Europe, which has been enlivening the Brussels scene since the 1950's. In the same category are Europolitique, European report, Europe Energy, and Europe Environment. Then there are the more or less academic periodicals where space is given to book reviews and sometimes surveys of recent literature. The most important titles among these are the Journal of common market studies, the Journal of European integration, Revue du marché commun, Annales du marché commun, Integrazione europea, Assuntos europeus, Europa archiv, and Revista de instituciones europeas ; plus, in the field of law, European law review, Revue trimestrielle de droit européen, Cahiers de droit européen, Sociaal-economische wetgeving, Rivista di diritto europeo, Diritto comunitario e degli scambi internazionali, Europarecht, Legal issues of European integration, Competition law in the European Communities, European Competition Law Review, and the Revue hellénique de droit européen. I shall cite last of all the European Court of Justice reporter, a monthly digest of decisions, which comes from the stable of Europe Data, a new subsidiary of Elsevier based in Maastricht, Holland. This same firm has just launched a most ambitious (though very costly) EC Index providing detailed "subject and name access" to the Official Journal, the Commission's COM final documents, public documents of the European Parliament and the Economic and Social Committee, and to Court of Justice judgments as well as opinions of the Advocates-General. This publication is meant to be the European counterpart of the Congressional Information Service.

August 7th, 1985.

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Legislation in the veterinary and animal feedingstuffs sectors	B/7	1980
Approximation of legislations on plan health, seeds, forestry	B/8	1977

Education	B/9	1977
Promotion of consumers interests	B/10	1978
Protection of the environment	B/11	1980
Competition policy	B/12	1978
Regional policy	B/13	1981
Community relations with the Mediterranean (in French)	B/14	1983
Company law	B/15	1983
Economic, monetary and financial questions	B/16	1979
Free movement of persons and services	B/17	1979
North-South dialogue (in French)	B/18	1979
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The Bibliographic Control of United Nations Documents and Publications

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The Bibliographic Control of United Nations Documents and Publications

Introduction

The subject of bibliographic control of United Nations documents is far from being new, but it does seem inexhaustible. However, I will not try to exhaust it, in order to leave something to talk about over the next few years.

The problem of bibliographic control and access to the documentation produced daily by organizations in the United Nations system has grown increasingly acute over the years along with the steady increase and variety of activities in which the organizations are engaged, as well as the ever-growing number of documents and publications produced. The difficulties presented by bibliographic control and access to the vast amount of documentation produced are beyond the ability of any of the organizations to solve alone. The need for co-operative and concerted efforts to alleviate the situation has become more and more evident with the passing of time.

The most recent studies in the area of bibliographic control of United Nations documents were undertaken by L. Marulli-Koenig in her contribution to the Second World Symposium on International Documentation, in Brussels in 1980 and by J. Clews for the IFLA International Office for UBC in 1981. Both did surveys of bibliographic control of United Nations documentation and made a list of recommendations.

Bibliographic control was defined by Marulli as "activities directed to ensure the recording of descriptive, subject and analytical information concerning a body of documentation, and the organization of that information by manual or computer-aided techniques with a view to efficient use". Co-ordination of bibliographic control of United Nations documentation includes the policies through which a uniform approach to bibliographic control of the documentation is adopted throughout the United Nations System. Marulli and Clews both provided recommendations of what should be done to ensure better bibliographic control of United Nations documentation.

This presentation will take a more modest approach. First I would like to concentrate on bibliographic control of documents produced by organizations reporting directly to the General Assembly, thus excluding the specialized agencies. Second I will highlight achievements made since the Marulli and Clews reports were published, and finally I would like to made some proposals for future improvements for bibliographic control of United Nations documents.

The United Nations Library System

To better understand the problems in bibliographic control within the United Nations, I think it is important first to give an overview of the patterns, trends, problems and issues in the library operations and services of the United Nations system. Essentially, there are two broad categories of United Nations libraries:

- A first group of about a dozen libraries accounts for most of the total library funding, staff and collections in the system. These libraries are the large, central headquarters libraries (in particular those of the United

Nations in New York and Geneva, FAO, IAEA, ILO, UNESCO and WHO) plus a few specialized or regional libraries. They have made considerable progress in many areas to provide modern and responsive services to their library users. - A second group is composed of almost 70 very small central, specialized, branch or regional libraries with quite limited resources. Most of them (more than 40) are located within the United Nations, with another dozen in UNESCO and the rest scattered among the other organizations.

In the 1984 Joint Inspection Unit report, Co-operation between and management of libraries of the United Nations system, the Inspectors found that the libraries of the system, as a whole, are seriously underutilized as an information system resource, and have not developed enough co-operative efforts to avoid duplication of activities. As a group, these libraries have not yet developed the dynamic information services role and network that they should be providing. There appear to be basic causes for this situation. First, the 78 libraries are basically quite small, dispersed and fragmented. They typically have modest budgets, limited collections and information tools, only 3 or 4 staff members, and humble status as sub-units tucked away somewhere within larger units. Their small size forces them to concentrate on day-to-day operating problems rather than on a steady process of improving library services. In addition, their large number and worldwide locations (not to mention the existence of some 250 other "information" units of various types, many informal "document rooms", or the information centre libraries of the organizations) have also tended to discourage individual library efforts to establish co-operative links to mutually strengthen library operations.

Second, the international "information revolution" of the past years has not yet really reached many of the libraries. The organizations have given considerable attention to developing computerized administrative systems, and are increasingly beginning to apply new technologies in their substantive operations. As they move towards much greater emphasis on information gathering, retrieval, analysis, dissemination and effective use, however, their libraries must change too: the "traditional" library might even disappear as much different forms of library and information services evolve. Changes are already occuring rapidly in computer-based systems and telecommunications which have tremendous implications for library operations, co-operation, information handling and bibliographic control. As of yet, however, except for the few larger libraries, the libraries have scarcely begun to realize the potential which these new tools can provide to strengthen the scope, speed and quality of their services.

The problems created by these inhibiting factors are reflected in the current operations of the United Nations system libraries.

Historical background

Proposals for joint activities in bibliographic control started about 40 years ago, when a United Nations libraries Co-ordinating Committee was established. The result of this first effort was the production in 1950 by the Dag Hammarskjöld Library of the United Nations Index (UNDI) which contained descriptions of selected documents of the United Nations and Specialized Agencies. In 1965 another effort was made to address the need for a comprehensive and co-ordinated programme of indexing the United Nations produced documentation and an inter-agency Working Party on Indexing of

Documents was established. After few tangible results, the Working Party was dissolved in 1976. The major reason for the failure of the Working Party, aside from the very well known co-ordination problems, was the fact that international standards applicable to documentation had not yet been developed. Inevitably specifications developed were directed to the satisfaction of local requirements and only marginally compatible with those developed elsewhere. Furthermore, computer equipment in use in the various organizations was not compatible and in many instances not suitable for library and documentation work.

More concerted and methodical efforts towards establishing co-operative arrangements for carrying out similar tasks and adopting common and consistent practices which would ensure, in a reliable way, compatibility and convertibility of inputs and outputs have been initiated in recent years. Two symposia were organized in 1972 and 1980 by Unitar at the initiative and with the co-operation of the Association of International Libraries and with the support of the International Federation of Library Associations and the International Federation for Documentation. These two symposia produced numerous recommendations for the improvement of bibliographic control and universal availability of documentation produced by international organizations. The situation seems to have improved over the past few years, but there still remains much work to be done.

The importance of standards in bibliographic control of United Nations documents

Co-operative efforts can be effective only within a strong framework of mutually accepted standards. The area of standards seems to be one where there

are problems that must still be worked out. Marulli showed in her 1979 study that, on the whole, United Nations Organizations followed standards to a limited extent and that there was little commonality among organizations in the standards that were adopted. Only one standard of those applicable to computer based systems (ISO 2709) was applied by a substantial number of organizations.

Although in the library community the overlap of collections has always served as an impetus for sharing catalog records in order to avoid costly duplication of cataloguing and the creation of records, this was not really the case in the United Nations library community. However, with the growth of systems, the increase of documentation and the worldwide economic situation, the need for sharing information also became one of the preoccupations of United Nations libraries and publishing units.

In January 1985 I conducted a survey for this symposia of 17 libraries and reference units of agencies which report directly to the General Assembly. The great majority indicated that AACR2 and ISBD's were widely used for their bibliographic descriptions and that if agencies were not yet fully implementing ISO standards and Unisist guidelines, they planned to do so in the near future. In 1984 the United Nations made an important step by deciding that the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) are to be used on United Nations serial publications. An Administrative instruction was issued in December 1984 briefly describing the ISBN and ISSN systems and the reasons for deciding to adopt their use, as well as the procedures to be followed.

This decision followed the preparation by the United Nations Interorganization Board for Information Systems (IOB) in co-operation with the International Centre for the Registration of Serial Publications (ICRS) of a Register of United Nations Serial Publications. In this register ISSN's were provided for 1800 United Nations system serial publications. Since the publication of this Register, the Dag Hammarskjöld Library has worked in co-operation with the ICRS in Paris in order to allocate ISSN's to more than 1200 remaining United Nations serials in order to be able to help substantive units in the application of the Administrative instruction. The Advisory Committee on Information Systems (ACCIS) which superseded the IOB is planning to update and maintain this register in co-operation with the United Nations agencies and the ICRS.

In 1983 another step was taken by the Dag Hammarskjöld Library when it implemented the UNESCO Common Communication Format (CCF) as a basis for the redesigned UNBIS System. The UNBIS Reference Manual for Bibliographic Description, presents the standardized outline used for the preparation of bibliographic data for input and storage in this new version of the United Nations Bibliographic Information System. The Reference Manual is based on the UNESCO Common Communication Format and incorporates the major international standards, notably the International Standard Bibliographic Descriptions (ISBDs), the Anglo-American Cataloguing Rules, 2nd edition (AACR2) and certain codes based upon ISO standards.

The first edition of the CCF, published in 1984, was prepared with the support of UNESCO, within the framework of the General Information Programme by the Ad-Hoc Group on the Establishment of a Common Communication Format.

This format has been created to establish maximum compatibility between existing bibliographic exchange formats.

Although the CCF is an exchange format, it has become the basis for an internal processing format for both the Dag Hammarskjöld Library in New York and the United Nations Library at Geneva, as well as for the members of the UNBIS network, such as the United Nations Centre for Transnational Corporations and the Division for Narcotic Drugs in Vienna.

A few copies of the CCF are also available here; other copies may be obtained from Unesco's General Information Programme Division. Other agencies are using the CCF or are planning to implement it in the near future. The United Nations Centre for Human Settlements in Nairobi is gradually implementing the CCF and the IV + V software as a joint pilot project with Unesco and the United Nations Environment Programme Library. The United Nations University Library and the Economic Commission for Western Asia are also examining the feasibility of using it as a processing format in order to be compatible with the Dag Hammarskjöld Library.

As an exchange format, the CCF was used for the exchange of tapes between the Economic Commission for Asia and Pacific (ESCAP) Library and the Dag Hammarskjöld Library, and in order to implement the UNBIS databases in the Vienna International Centre Library.

These efforts are first steps towards standardized and comprehensive coverage of the documentation produced by the United Nations Organizations. There is more which must be done, but I believe it is within our realm.

Current status of efforts towards bibliographic control of United Nations documents

I would now like to outline the main recommendations formulated by the different groups or individual authors during the last few years, in order to examine what has been done and underline what still remains to be done. I think that as you will see that despite a slow start, the United Nations has in recent years gained much momentum and made considerable progress towards this effort.

1. An integrated United Nations bibliographic information system for all the organizations of the United Nations family should be developed and the system should be computer-based with decentralized input.

The UNBIS network is an attempt by the United Nations in controlling at least its own documentation. There is still more which must be done for co-operation with the specialized agencies. If the Administrative Committee on Co-ordination decides to create the Interagency panel recommended by the Joint Inspection Unit this panel would be the ideal forum to improve this co-operation. Also the computer network prepared by the United Nations with links via satellite will facilitate co-operation with the regional commissions.

2. Bibliographic records input in the system should be prepared in accordance with cataloguing rules and practice in international use.

From the recent survey it seems very clear that United Nations agencies are more and more adopting international standards. The Unisist Guide for International Standards and its revised edition in preparation should be widely distributed to agencies and its use strongly recommended. The UNBIS Reference Manual for Bibliographic Description, as mentioned above based on

the CCF, incorporates the major international standards notably the ISBDs and the Anglo-American Cataloguing Rules.

3. The design of the computer exchange format for a United Nations bibliographic system should take into account current international activity in developing a Common Communication Format.

As explained previously, the UNBIS network has already implemented the CCF for processing and exchange purposes. The CCF could be recommended as an exchange format between agencies.

4. A common indexing tool should be used for subject indexing of United Nations documents.

For both policy and intellectual reasons, there are at present, two major tools in use by the United Nations. The UNBIS Thesaurus, of which a trilingual edition was just published, is used by the members of the UNBIS network and the OECD Macrothesaurus, used by the Regional Commissions and the Information Systems Unit. Co-operation has been established in order to make these tools compatible and a project has been prepared with the view of creating a United Nations Thesaurus incorporating these two major tools for the 1986-1987 biennium.

5. An authority list of collective authors should be prepared. The organizations should prepare authority lists of their organizational bodies and make them available to the other organizations.

The Dag Hammarskjöld Library has compiled a list of collective authors containing 20,000 entries, 6,000 of which are United Nations bodies. Other agencies have also contributed to the consolidated list. A first edition in English will be issued before the end of 1985 and will be made widely available. A trilingual list will be issued in 1986.

6. The possibility of creating CIP entries for United Nations documentation should be envisaged.

Due to the variety and complexity of United Nations documentation nothing has been done in this area. It would be possible to recommend that an attempt be made to create CIP entries for United Nations publications as a first effort, with the possibility of studying the feasibility of doing so for documents.

7. A newsletter providing information about the availability of international documents should be prepared and offered for sale to libraries and other interested institutions.

Several newsletters exist in the system, at least two of which provide information about new documents and documentation. Documentation News, prepared by the Dag Hammarskjöld Library and presently only available to the United Nations depository libraries, could probably be made more widely available and its frequency increased. The ACCIS Newsletter although aimed at encouraging co-operative efforts among agencies could also probably be distributed to interested international organizations.

8. A United Nations bibliographic information system should be comprehensive, aiming to include all the documentation of organizations within the United Nations family. This would include the following essential elements: (a) the information should be provided in printed form and other bibliographic products such as bibliographic records in machine-readable form (magnetic tapes), authority control records in machine-readable form and on-line access; (b) United Nations bibliographic records should be made

available to other organizations on the basis of exchange in accordance with recommendations established for the exchange of bibliographic records between national bibliographic agencies; and (c) bibliographic data produced by the organizations of the United Nations family should be incorporated in a consolidated data base which should be accessible on-line through the telecommunication networks from host computers operating on a commercial basis.

The comprehensiveness of the United Nations bibliographic information system will improve if all the efforts undertaken by the different agencies are co-ordinated. The use of the CCF by all agencies will be a major improvement. The on-line availability of data from one common host computer could also solve some minor incompatibilities.

Most of the documentation produced by United Nations agencies is controlled by computer based systems. Production of tapes or on-line access are technical questions that could easily be resolved.

A technical panel on "Access to United Nations data bases" was created under the auspices of ACCIS in order to solve the policy problems, and an ad-hoc group on electronic publishing was created by the United Nations under the authority of the Publications Board.

It is hoped that these two groups will achieve results and further the progress which already has been made. By providing better access to United Nations documentation and more co-ordinated efforts, the United Nations has come a long way and is going in the right direction towards making the wealth of its information available to the international community.